CITY OF NEW ORLEANS CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 5(R)

TO BE EFFECTIVE March 1, 2012

TO: All Departments, Boards, Agencies and Commissions

FROM: Andrew Kopplin, First Deputy Mayor and Chief Administrative

Officer

SUBJECT: Vehicle and Equipment Policy

DATE: March 1, 2012

1. APPLICABILITY

The purpose, spirit and intent of this policy memorandum is to state responsibilities and accountability of each Department, Departmental Employees and Operators, and the Equipment Maintenance Division (EMD) regarding the appropriate use of City vehicles their operations, maintenance, refueling, coordination of these activities. This entire policy applies to all licensed vehicles and other mobile equipment considered property of the City of New Orleans. This policy supports reduced costs, better management of City resources, reduced claims and liabilities and designation of areas of responsibility and accountability.

2. BACKGROUND

The City's fleet is assigned to and operated by individual City Departments. Maintenance and fuel services are provided by the EMD. Optimization of fleet operations and services is best accomplished by a coordinated effort between the users (the departments and their employees) and the fleet service provider (EMD).

3. VEHICLE IDENTIFICATION

Unless exempted below, all City vehicles covered by this policy are required to have a public plate and must be identified as belonging to the City of New Orleans (La. R.S. 49:121). The City has designated an authorized eight inch decal on both front doors as the City's identification. If there are no doors, the decal will be applied to the most conspicuous place. Where applicable, the City asset number shall be affixed to the vehicle in a protected location. Any vehicle not identified in accordance with this section shall be sent to EMD to have decals installed. The requirements in this section do not apply to

vehicles exclusively used to elected officials or those vehicles operated by law enforcement personnel and exempted by State Law.

4. SECURITY

All vehicles and equipment shall be kept in a secure place when not in use. All vehicles must be locked when not in use and all equipment or valuables within the vehicle (whether City or personal) placed in a location where it is out of sight of passersby. Missing vehicles and equipment shall be reported immediately to the Police Department and EMD.

All appointing authorities shall develop and implement a procedure for monitoring the storage of vehicles and equipment. The procedure is especially important for monitoring departmental pool vehicles which are not assigned to an individual employee.

Please be advised that personal property is not insured for loss or damage by the City.

5. DEPARTMENTAL RESPONSIBILITIES

Each department shall endeavor to deploy a suitable vehicle and equipment complement, emphasizing optimal utilization based on service requirements. Each department is responsible and will be held accountable for vehicles and equipment assigned to it. Each department is responsible and will be held accountable for monitoring and controlling employees operating vehicles and equipment. Each department will employ the following:

- A. This CAO Policy memorandum, and any related Circular Memorandum, must be issued to each employee with vehicle use privileges and their receipt recorded.
- B. Employees with authority to operate City vehicles must sign a document acknowledging receipt and understanding of this policy. This receipt document is to be kept in the employee's departmental personnel folder. Copies of this policy memorandum shall be kept in all City vehicles and distributed to all employees who operate City vehicles and their supervisors. The vehicle registration document must also be kept in the vehicle as required by law. Copies of the City's self-insurance letter shall also be kept in the vehicle at all times.
- **C.** Establish and maintain a vehicle assignment database. This database shall include:
 - 1. Vehicle description (year, make, model and color)
 - 2. License plate number (if applicable)
 - 3. Vehicle identification number (VIN)

- 4. City asset number
- 5. Name of the employee assigned the vehicle, whether that employee is authorized for take-home use of that vehicle, and if so, the justification for the take-home assignment
- 6. Certification that the vehicle is decaled and marked in accordance with this policy

This database shall serve as the basis for the quarterly departmental vehicle inventories. Departments shall immediately notify the EMD of all new vehicle assignments and any changes in vehicle assignments and/or take-home status.

- D. Conduct a quarterly vehicle and equipment inventory and take-home assignment inventory. The inventory shall be sent to the Chief Administrative Office in the format specified by the Chief Administrative Office, and shall include all information detailed in 5(C) above and any additional information a specified by the Chief Administrative Office. The inventory shall cover all vehicles owned or leased by the City and/or under control of a City department.
- E. The appointing authority shall assign take-home use authorization on the basis of an employee's job assignment and responsibilities in instances where it is beneficial to the City, and according to the take-home assignment criteria. Departments are to ensure that each employee assigned a take-home vehicle has a Take-Home Vehicle Add/Delete/Change Form completed and submitted to the Chief Administrative Office, with a copy kept in the employee's departmental personnel folder. Departments must also notify the Chief Administrative Office of all take-home vehicle assignment information changes by submitting a revised Take-Home Vehicle Add/Delete/Change Form reflecting those changes.
- **F.** In conjunction with the assignment of take-home use, each appointing authority will ensure that the appropriate take-home vehicle reimbursement is deducted from the employees payroll check.
- G. Provide Employee Take Home Vehicle Logs (See Attachment) to departmental employees assigned take home vehicles. Collect the completed logs and keep them as a permanent record of personal and business use for a minimum of five (5) years. These are the primary written documents as required to calculate take home vehicle use as a taxable fringe benefit.
- H. Appoint a Departmental Vehicle Coordinator and a back-up coordinator to coordinate and monitor fleet operations policies, guidelines and practices and to act as liaison to EMD. Departments shall furnish EMD with the name, title, work address, telephone number, and any other contact information for the coordinator and the back-up coordinator.

- I. The Department of Public Works shall give EMD all traffic camera tickets they receive for city vehicles. EMD will give the Department Vehicle Coordinators the camera tickets they receive from DPW.
- J. Department Vehicle Coordinators shall be responsible for the following:
 - 1. Delivering traffic camera violations received from the Department of Public Works/EMD to the responsible employee for him/her to either pay the violation or seek a waiver.
 - 2. Delivering written notice to any employees who have outstanding delinquent tickets that they have 30 days to pay the fine or face disciplinary action.
- **K.** Establish minimum vehicle and equipment availability requirements consistent with service and communicate those priorities to EMD.
- L. Monitor departmental maintenance services and coordinate maintenance services with EMD. Ensure that required scheduled and unscheduled maintenance and related services are performed. Develop operator pre-trip inspection guidelines, which must be approved by EMD. Ensure that pre-trip vehicle inspections are performed before each shift or use cycle begins and communicate conditions requiring maintenance and/or services to EMD.
- M. Initiate and/or conduct investigations for suspected vehicle or equipment misuses and/abuse and take appropriate action. Report the results of these investigations and the actions taken to the Chief Administrative Office within one week of completion.
- ${\tt N.}$ Establish departmental vehicle and equipment replacement requirements and assist EMD in the formulation and preparation of specifications.
- O. Political activity is prohibited. City vehicles and equipment shall not have political bumper stickers or signs. City vehicles and equipment shall not be used to transport political paraphernalia or promote political activity in any other manner.
- P. Only City employees, holding the required and appropriate vehicle operators licenses, are allowed to operate City vehicles and equipment. No non-city employee, including family members, is permitted to operate City vehicles and equipment. Contracted maintenance personnel are exempt from this prohibition while performing the duties of their respective jobs.

- Q. The CAO is responsible for establishing a Fuel Use Policy, as set forth below, to facilitate departmental fueling operations and maintain fuel system integrity. All requests for exemptions to this policy must be made in writing on the Request for Exemption to the Fuel policy form (see attached) and submitted to the Fuel services Administrator.
 - 1. Each Department is responsible for the security of its fuel cards, employee PIN numbers, and all fuel transactions charged to those cards.
 - 2. In each Department, the Departmental Vehicle Coordinator is responsible for:

Auditing all departmental fuel transactions and fuel related operations.

Reporting any lost or stolen vehicle fuel cards and/or PIN numbers to the Fuel System Administrator by telephone and in writing immediately after discovering that any card is missing and/or PIN compromised.

Reporting and PIN that needs to be deactivated to the Fuel System Administrator by telephone and in writing immediately upon termination of an employee and/or after an employee is not authorized by the department to dispense fuel.

Monitoring and auditing the fuel use reports in order to compare fuel use to departmental operations and/or to identify any discrepancies or inconsistencies that may indicate an impropriety.

Initiating and/or conducting investigations for any discrepancy, inconsistency, or impropriety suspected and taking the appropriate action as warranted by the situation.

R. Each Department will require that every employee with a take-home vehicle shall provide a copy of their current personal automobile insurance policy or their current personal non-owned automobile insurance policy to the appointing authority. It shall be the responsibility of each department to ensure that insurance policies or proof of insurance coverage are submitted as they are renewed. Copies shall be provided to the City's Risk Manager. Please be advised that personal vehicle usage is not covered by the City's self-insurance program. Every employee with a take-home vehicle should endorse their current Personal Automobile Police to ADD coverage for Use of Non-Owned Autos - Broad Form including Physical Damage Coverage. The following not less that minimum personal

automobile insurance limits shall be required of every employee with a take-home vehicle:

- 1. Bodily Injury and Property damage Liability- Mandatory State Minimum Financial Responsibility Limits.
- 2. Medical Payments- \$1,000.
- 3. Uninsured Motorist- No less than the Minimum Financial Responsibility limits, or your liability limits, whichever is greater.
- 4. Comprehensive and Collision- The deductibles will be the sole responsibility of the employee and will not be borne in any way by the City, and all property damage losses will be paid to the City.

Any employee with a take home vehicle that does not own a personal vehicle or have a Person Automobile Insurance Policy must purchase a Personal Non-Owned Broad Form Liability Automobile Policy, including Physical Damage Coverage. The liability limits shall be at least the Mandatory State Minimum Financial Responsibility Limits.

6. TAKE-HOME VEHICLES

These additional rules and procedures apply specifically to vehicles that have been assigned to employees as take-home vehicles:

A. Take-home assignment criteria. The following are the fundamental take-home vehicle assignment criteria as determined by the CAO. These are the minimum requirements that must be applied to all take-home assignments in addition to any departmental assignment criteria:

Take-home vehicles will only be assigned to full-time City employees who need to respond to on-site, City business related incidents on a 24-hour basis. This criterion will not be considered to be attained by employees simply being available on a 24-hour basis. This provision will be considered to be attained when an employee is regularly and recurrently called out during an employee's non-traditional working hours to perform duties associated with that employee's duties and responsibilities.

NOTE: A take-home vehicle may not be assigned to an employee when the one-way driving distance from the employee's actual domicile to the employee's primary reporting to work site is greater than 40 miles.

NOTE: The New Orleans police Department may assign marked patrol vehicles as take-home vehicles to police officers who reside in Orleans

Parish and who travel from their actual domicile in Orleans Parish to their primary reporting work sire.

- B. Take-home vehicle use. Take-home vehicles are to be used for the conduct of City business. In addition, employees are permitted to travel to and from work in accordance with Internal Revenue Service rules and regulations, and during those times when they could be recalled to work as determined by their appointing authority. City vehicles, as a general rule, should not be used to perform personal business. However, in some instances, take-home cars may be used to perform minor, personal errands so long as the errands are conducted to and from work, are brief in nature, and do not detract from the employee's activities as a public servant. Any abuse of the discretion of city vehicle use is grounds for removal of take-home vehicle privileges and/or disciplinary action, up to and including dismissal.
- C. 24hrs/7 days a week vehicle use. There exist within the City of New Orleans, certain key positions that requite these individuals to be available for a 24hrs/7 days a week availability that is linked to timely and immediate response based upon the activities of the departments supervised. Not having 24hrs/7 days a week use of takehome vehicle could jeopardize the performance of their duties during critical times. Therefore, ONLY the following positions will be authorized 24hrs/7 days a week use of an assigned take-home vehicle:

Mayor

Deputy Mayor of Public Safety
Superintendent of Police
Deputy Superintendent of Police Operations Bureau
Deputy Superintendent of Police Investigation and Support Bureau
Superintendent of Fire
Deputy Superintendent of Fire
Director of Emergency Medical Services
Deputy Director of Emergency Medical Services
Director of Emergency Preparedness
Chief Investigator, Coroner's Office

- D. Take-home vehicle use charge. Employees with take-home vehicles will be charged a fee as determined by Circular Memorandum No. 10-09 or its latest reversion. This fee will be automatically deducted from the employee's payroll check. This fee is for the purpose of reimbursement for operational costs and deferred maintenance incurred as a result of use of the vehicle to and from the work site.
- E. Taxable fringe benefit. Employees with assigned take-home vehicles may be subject to fringe benefit withholding as provided for in

accordance with Circular Memorandum 36-86 or its latest revision and under Internal Revenue Service rules and regulations.

F. Actual Domicile: for the purposes of this policy, section and attached forms, the term "Actual Domicile" is defined as it appears in ARTICLE X. of the City Charter.

7. DEPARTMENTAL VEHICLE MOTOR POOLS

Departments are to establish vehicle motor pools with the basic operation procedures and protocols as described below:

- A. The Departmental Vehicle Coordinator will have the basic primary responsibility of establishing and operating the departmental vehicle motor pool as best suited to the operational requirements of the department.
- B. Departments shall designate the minimum number of departmental pool vehicles as necessary to meet operational requirements. Vehicles assigned for take-home use shall also be available for use as departmental pool vehicles at all times; which will reduce the number of designated departmental pool vehicles needed.
- C. The Departmental Vehicle Coordinator shall establish the internal procedures for the departmental motor pool operations and submit them to Chief Administrative Office for review and approval.
- D. Departmental pool vehicle usage and related information shall be recorded in a log that will be kept in the pool vehicles at all times. The log format will be provided by the Chief Administrative Office. Pool vehicle logs are to be kept as permanent departmental records of vehicle use. Review and assessment of pool vehicle use (logs) is the responsibility of the Departmental Vehicle Coordinator.
- E. Departmental pool vehicles may be assigned to employees for temporary use as take-hone overnight and/or during special event seasons when warranted. Temporary assignment must be approved in writing by the CAO. Employees with an extended temporary take-home vehicle assignment, e.g. two weeks or longer, will be charged a prorated take-home vehicle use charge.
- F. All operators of pool vehicles are required to report vehicle problems, required maintenance, or other services to their Departmental Vehicle Coordinator. The Departmental Vehicle Coordinator is responsible for coordinating vehicle maintenance or other services with EMD.

- G. Departmental pool vehicles are assigned a fuel card specific to that vehicle. The department may assign PIN numbers to employees as necessary to meet operational requirements of refueling vehicles. Review and assessment of fuel dispensing records for pool vehicles is the responsibility of the Departmental Vehicle Coordinator.
- H. Coordination and assignment of departmental pool vehicle parking and storage is the responsibility of the Departmental Vehicle Coordinator in conjunction with current employee parking and storage locations, constraints, and other considerations.
- I. Requests for the replacement of departmental pool vehicles is to be submitted with the annual vehicle and equipment replacement budget request.
- J. Departments may request use of pool vehicles from other departments when needed. EMD will maintain a small pool of vehicles in order to provide departments with vehicles in instances where their departmental vehicle motor pool is not sufficient. Contact EMD at 658-8600 for coordination.

8. AUTO ALLOWANCES

Policy Memorandum No. 21 (R) or its latest revision enumerates the procedure for obtaining, tracking, and calculating the amount of an auto allowance for eligible, approved use of private vehicles by City employees for business purposes. Please refer to Policy Memorandum No. 21 (R) or its latest revision for additional policies and procedures.

9. MILEAGE REIMBURSEMENT FOR BUSINESS-RELATED TRAVEL

Policy Memorandum No. 9 (R) or its latest revision establishes mileage reimbursements for employee travel in privately owned vehicles for business purposes. It is the traveling employee's responsibility to adhere to this policy when making travel expenditures. It is also the appointing authority's responsibility to review expenditures and reimbursements for acceptability. Please refer to Policy memorandum No. 9 (R) or its latest revision for additional policies and procedures.

10. EMPLOYEE/OPERATOR RESPONSIBILITIES

Employee/operators will be responsible and held accountable for vehicles and equipment assigned and/or operated by them. Each employee/operator will comply with the guidelines and/or practices described as follows:

A. Employee/operator will be responsible for operating City vehicles and equipment in a safe and courteous manner consistent with the operating limitations established by the manufacturer, and in

accordance with the City's Vehicle and Equipment Policy and internal Departmental Fleet Operations Policies. The employee/operator must prove that they possess an appropriate valid driver's license and/or required certification to operate the City vehicles and equipment assigned to them for operation.

- B. Employee/operator will be responsible for performing customary operator maintenance services in the manner specified by their department. Employee/operators will perform pre-trip vehicle inspections in the manner specified by their department before each shift or use cycle begins.
- C. Employee/operator will be responsible for ensuring that the vehicles and equipment assigned to and/or operated by them are delivered for scheduled and/or unscheduled maintenance services as required using the manufacturer's recommended maintenance schedule as a minimum and in a timely manner.
- D. Employee/operator will be held accountable for vehicle and equipment abuse and/or misuse, and may be held accountable for repair and/or service costs resulting from their failure to obtain services and/or repairs in a timely manner.
- E. Employee/operator will be held accountable for insuring that vehicles and equipment assigned to and/or operated by them are decaled in accordance with Louisiana State Law.
- F. Employee/operator must comply with Circular memorandum 07-07 which outlines the hurricane and natural disaster preparedness process.
- G. Take-home authorization must be granted by the appointing authority and approved by the Chief Administrative Office. Employees must complete and submit a Take-Home Vehicle Add/Delete/Change Form to the departmental vehicle coordinator.
- H. Employees must receive travel authorization to conduct business-related travel in City vehicles outside the New Orleans Metropolitan Statistical Area (MSA). For travel authorization procedures, reference Policy Memorandum No. 9 (R) or its latest revision.
- I. Employee/operators must use safety restraints in compliance with local and state laws.
- J. Parking and/or moving violations are the personal responsibility of the employee/operator. Failure by the employee/operator to pay or otherwise resolve parking and/or moving violations may result in disciplinary action, up to and including dismissal. Departments with unpaid employee tickets of more than 30 days after an employee has been notified will be responsible for paying the outstanding ticket.

- K. Employee/operator must comply with the guidelines as established in this CAO Policy, as well as any other CAO Policy Memoranda regarding fuel use.
 - 1. Employee/operator must dispense fuel from the City facilities as listed in Section 11 (K) of this policy.
 - 2. Employee/operator must use their own Employee PIN number and the correct vehicle fuel card when obtaining fuel.
 - 3. Employee/operator may not exchange or divulge their Employee PIN number to any other person.
 - 4. If a vehicle fuel card is lost or stolen the employee/operator must notify his or her Departmental Vehicle Coordinator immediately so that the appropriate action can be taken.
 - 5. If an employee is aware of, or has reason to suspect that confidentiality of his or her, or any other Employee PIN number has been compromised, the employee must notify the Departmental Vehicle Coordinator immediately so that appropriate action can be taken.
- L. In conjunction with take-home vehicle use, employees will be responsible for obtaining, completing, and submitting the Take-Home Vehicle Log (see Attachment). This log will provide the primary written documentation for recording the relative percentages of business and personal use, for the purpose of determining personal use as a taxable fringe benefit. The original logs are to be submitted to the Departmental Vehicle Coordinator on a monthly basis.

11. EQUIPMENT MAINTENANCE DIVISIONS RESPONSIBILITIES

The Equipment Maintenance Division will be responsible for providing management, maintenance, fuel services, acquisition and disposition for the City's fleet of vehicles and equipment. These responsibilities include:

- A. Providing scheduled and unscheduled maintenance services, and the coordination of those services.
- B. Providing emergency services and special event support.
- C. Providing fuel and fuel services, including fuel consumption and discrepancy reports.

- D. Notifying individual departments and the Chief Administrative Office of suspected and/or confirmed vehicle and/or equipment misuse and/or abuse.
- E. Assisting Departments in the preparations of vehicle and equipment and replacement requirements and specifications.
- F. Coordination of new vehicle and equipment acquisition.
- G. Coordination of the disposition of surplus vehicles and equipment.
- H. Provide fuel system administration, operations, and services.
- I. Establish a Fuel Service Administrator:
 - 1. The Fuel Services Administrator will prepare and administer fuel product and automated fuel service contracts.
 - 2. The Fuel Services Administrator will operate and maintain the City fuel facilitates as listed in this Policy.
 - 3. The Fuel Services Administrator is responsible for evaluating all requests by departments for exemptions to any part or parts of this Policy.
 - 4. The Fuel Services Administrator is responsible for distribution of the monthly fuel use reports to each department for review.
 - 5. The Fuel Services Administrator will assist any department having problems with fueling operations.
 - 6. The Fuel Services Administrator will deactivate vehicle fuel cards and Employee PIN numbers as required.
 - 7. The Fuel Services Administrator will request and distribute Employee PIN Numbers and vehicle fuel cards as required.
 - 8. The Fuel Services Administrator will maintain fuel service records.
- J. Notify the Chief Administrative Office, of suspended and/or confirmed failure of departments to comply with the City's Vehicle and Equipment Policy.
- K. City Fuel Facilities: Subject to conditions of maintenance and repair, all City employee/operator vehicles and equipment will use the City fuel facilities listed below for all normal operational fuel services, unless otherwise authorized by the Fuel System Administrator.

MAIN FUEL FACILITIES FOR ALL DEPARTMENTS

LOCATION HOURS OF OPERATION

Broad St. Facility 24 hours a day 2600 North Broad St. 7 days a week

Algiers Facility 24 hours a day 2341 Wall Blvd. 7 days a week

New Orleans East Fuel Facility 24 hours a day 10200 Old Gentilly Road 7 days a week

Parkway Gentilly Fuel Facility PKWY schedule

2829 Gentilly Blvd.

SPECIFIC DEPARTMENTAL FUEL FACILITIES

NOFD Facility Diesel Dispensers NOFD vehicles only City-wide locations NOFD schedule

- L. Fuel Dispensing Exception: Under extenuating circumstances, such as a non-functioning vehicle fuel card or employee PIN, another employee may use a different vehicle fuel card and/or their PIN number to fuel the City vehicle in need of fuel. After the fueling is completed, the employee whose vehicle fuel card and/or PIN were used must complete and submit a Fuel Dispensing Exception Report (attached) to their Departmental Vehicle Coordinator by the next business day. A copy of each Fuel Dispensing Exception report is to be forwarded to the EMD Fuel Services Administrator and the original kept by the department.
- M. All vehicle emergencies and towing needs should be addressed to EMD at (504) 915-9833, 24 hours a day, 7 days a week.

12. ACCIDENT PROCEDURES

All incidents and/or accidents, regardless of severity, that results in property damage, injury to employees or others, or damages to City vehicles must be reported. See the attached instructions for procedures to follow in the event of an incident and/or accident. An accident report form is also included in this Policy. Accidents should also be reported to EMD within 24 hours by calling (504) 915-9833.

13. VEHICLE OPERATIONS DURING EMERGENCIES

Circular Memorandum No. 07-07 or its latest revision details how the City will protect its vehicle assets during a weather event that is category three or greater or the Saffir-Simpson Scale. Please refer to

Circular Memorandum No. 07-07 or its latest revision for additional policies and procedures.

14. RECEIPT AND ACKNOWLEDGEMENT REQUIREMENTS

Employees with authority to operate City vehicles must sign a document acknowledging receipt and understanding of this policy. Copies of this policy memorandum shall be kept in all City vehicles and distributed to all employees who operate City vehicles and their supervisors. The vehicle registration document must also be kept in the vehicle as required by law. Copies of the City's self-insurance letter shall also be kept in the vehicle at all times.

15. SUBSTANCE ABUSE AND TESTING

Policy Memorandum No. 89 or its latest revision provides for specific post-accident testing and states the City's commitment to a drug free workforce. The work environment of all City employees shall be free from adverse effects of smoking, drug and alcohol abuse. This includes City automobiles, trucks, and all other vehicles and equipment for use by authorized City employees, whether leased, owned, or used. Please refer to Policy Memorandum No. 89 or its latest revision for additional policies and procedures.

16. EXCEPTIONS

Any department, agency, board, or commission in possession of City owned property may request specific written exception to this policy memorandum as deemed applicable for exigent circumstances from the Chief Administrative Officer.

17. <u>INQUIRIES</u>

Questions about the general provisions of this memorandum should be addressed to the Chief Administrative Office at (504) 658-8600. Questions regarding fuel use provisions should be addressed to the EMD Fuel Services Coordinator at (504) 658-7642. N.O.P.D. personnel should contact the Command Desk at (504) 658-5000.

PMRC/rth

Attachments(s):
Employee Statement of Receipt
Accident Procedure
Vehicle or Equipment Damage Supervisor's Report Form
Take-Home Vehicle Add/Delete Form
Fuel Dispensing Exception Report
Auto Allowance Add/Delete Form
Travel Authorization Form

Departmental Pool Vehicle Log